

Message

From: Robinson, David [Robinson.David@epa.gov]
Sent: 2/18/2022 4:26:34 PM
To: Info@oldtownedition.com
CC: Malloy, Ruth [malloy.ruth@epa.gov]; Tyler, Tom [Tyler.Tom@epa.gov]; Stewart, Cathleen [Stewart.Cathy@epa.gov]
Subject: Alex Dunn's Portrait and Photo Invoices 5917806548 and 592894810
Attachments: PO_68HERH21P0106.pdf; ACH form for vendors.docx; SF-3881 RTP FINANCE CENTER (1).docx; W9 signed 2020.pdf _ Finance.pdf

Good morning,

Please find attached information to process your invoice request. Complete all required documentation and forward to :

RTPReceiving@EPA.GOV

OR

US Environmental Protection Agency
RTP-Finance Center (AA216-01
109 TW Alexander Drive
Durham, NC 27711

It you have any questions, please feel free to contact me.

Thanks

David A. Robinson, Resource Management Analyst
EPA/OCSP/OPS/ITRMD/AMB
1200 Pennsylvania Ave, NW Mail Code 7101M
Washington, DC 20460
Office: (202) 564-0882
Cell: (202) 507-0821

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/20/2021		2. CONTRACT NO. (If any)		6. SHIP TO: a. NAME OF CONSIGNEE HQAD	
3. ORDER NO. 68HERH21P0106		4. REQUISITION/REFERENCE NO. PR-OCSPP-21-00210			
5. ISSUING OFFICE (Address correspondence to) HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: Rachel Baron a. NAME OF CONTRACTOR OLD TOWN EDITIONS INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 1413 POWHATAN ST				<input type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY ALEXANDRIA		e. STATE VA		f. ZIP CODE 223141343	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP DC	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input checked="" type="checkbox"/> h. EDWOSB					12. F.O.B. POINT
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT R/ NO	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 1 Days After Award	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 014724780 This firm-fixed-price purchase order is being issued pursuant to FAR 1.602-3, EPAAG 1.6.2.5 for ratification of unauthorized commitments in the amount of \$75.00, and EPAAR 1501.602-3(c) (3). Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$75.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$75.00
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711			17(i) GRAND TOTAL

22. UNITED STATES OF
AMERICA BY (Signature)

09/20/2021



ELECTRONIC
SIGNATURE

23. NAME (Typed)
William Tichacek
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

09/20/2021

68HERH21P0106

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Reference the enclosed invoices (no. 6886 and 6887) totaling \$75.00. Invoice Approver: Cathleen Stewart Admin Office: HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 12/01/2020 to 03/31/2021</p> <p>This ratification is for the reimbursement of charges (total of \$75.00) for the following: - Reimburse Old Town Editions, Inc., for printing the photograph that was framed for the portrait or charges in the amount of \$75.</p> <p>Accounting Info: 20-21-B-20A-000CD6-2410-2132IO0039-001 BFY: 20 EFY: 21 Fund: B Budget Org: 20A Program (PRC): 000CD6 Budget (BOC): 2410 DCN - Line ID: 2132IO0039-001 Funding Flag: Complete Funded: \$75.00 INVOICES - RTP FINANCE</p> <p>Invoices shall be prepared containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due. Invoices shall be submitted by mail to the address specified in block 18a of this order or by e-mail to RTPReceiving@epa.gov. Provide the .pdf file with the following naming convention and SUBJECT in email: SI_PO#_inv#.pdf Example: SI_EP08X00005_5335.pdf</p> <p>For status of Invoice Payments, contact the Continued ...</p>				75.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$75.00	

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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER
09/20/2021

CONTRACT NO.

ORDER NO.

68HERH21P0106

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Financial Office's Customer Service at (919)-541-1148 or RTPFC-CustomerService@epa.gov.</p> <p>Additional information is available at these websites: https://www.epa.gov/financial/contracts#Billing_tips https://www.epa.gov/financial/contracts#Commercial_invoices</p> <p>TAX The Federal Government is exempted from paying taxes. The tax exempt number is 52-085-2695.</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

Message

From: Robinson, David [Robinson.David@epa.gov]
Sent: 2/18/2022 6:13:19 PM
To: GARiod1080@aol.com
CC: Malloy, Ruth [malloy.ruth@epa.gov]; Tyler, Tom [Tyler.Tom@epa.gov]; Stewart, Cathleen [Stewart.Cathy@epa.gov]
Subject: Old Colony Shop Invoice
Attachments: W9 signed 2020.pdf _ Finance.pdf; ACH form for vendors.docx; PO_68HERH21P0119.pdf; PO_68HERH21P0106.pdf

Good after,

Please find attached information to process your invoice request. Complete all required documentation and forward to
:

RTPReceiving@EPA.GOV

OR

US Environmental Protection Agency

RTP-Finance Center (AA216-01

109 TW Alexander Drive

Durham, NC 27711

It you have any questions, please feel free to contact me.

Thanks

David A. Robinson, Resource Management Analyst
EPA/OCSPP/OPS/ITRMD/AMB
1200 Pennsylvania Ave, NW Mail Code 7101M
Washington, DC 20460
Office: (202) 564-0882
Cell: (202) 507-0821

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

4

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/13/2021		2. CONTRACT NO. (If any)		6. SHIP TO: a. NAME OF CONSIGNEE HQAD	
3. ORDER NO. 68HERH21P0119		4. REQUISITION/REFERENCE NO. PR-OCSPP-21-00221			
5. ISSUING OFFICE (Address correspondence to) HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: Gary Eyler a. NAME OF CONTRACTOR OLD COLONY SHOP INC				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER <input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Quote Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 222-B SOUTH WASHINGTON STREET				b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY ALEXANDRIA		e. STATE VA		f. ZIP CODE 223143626	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP DC	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. EDWOSB VETERAN-OWNED ELIGIBLE UNDER THE WOSB PROGRAM					12. F.O.B. POINT
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT R/ NO	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 07/19/2021	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 785122248 Purchase Order Title: Ratification for charges to reimburse Old Colony Shop for creating the official portrait for Alexandra D. Dunn. Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$175.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$175.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF

AMERICA BY (Signature)

09/13/2021

ELECTRONIC
SIGNATURE

23. NAME (Typed)

William Tichacek

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

09/13/2021

68HERH21P0119

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>This firm-fixed-price purchase order is being issued pursuant to FAR 1.602-3, EPAAG 1.6.2.5 for ratification of unauthorized commitments in the amount of \$175.00, and EPAAR 1501.602-3(c)(3).</p> <p>Reference the enclosed invoices, dated January 12th and 13th, in the amount of \$125.00 and \$50.00 dollars respectively.</p> <p>Invoice Approver: Cathleen Stewart Admin Office: HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460</p> <p>Period of Performance: 01/01/2021 to 01/31/2021</p> <p>This ratification is for the reimbursement of charges (total of \$175.00) for the following:</p> <p>1) Reimburse Old Colony Shop for creating the official portrait for Alexandra D. Dunn, the previous Assistant Administrator (AA) for the OCSPP, in the amount of \$175</p> <p>Accounting Info: 20-21-B-20A-000CD6-2410-2132IO0040-001 BFY: 20 EFY: 21 Fund: B Budget Org: 20A Program (PRC): 000CD6 Budget (BOC): 2410 DCN - Line ID: 2132IO0040-001 Funding Flag: Complete Funded: \$175.00</p>				175.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$175.00	

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Message

From: Stewart, Cathleen [Stewart.Cathy@epa.gov]
Sent: 1/21/2022 1:35:49 PM
To: Robinson, David [Robinson.David@epa.gov]
CC: Pates, John [Pates.John@epa.gov]; Edwards, Latangila [Edwards.Latangila@epa.gov]; Malloy, Ruth [malloy.ruth@epa.gov]
Subject: FW: Ratification for Alex Dunn's Portrait and Photo
Attachments: Ratification Memo With Invoices.pdf; PO_68HERH21P0106 .pdf; PO_68HERH21P0119.pdf

Good morning David. Yes, the PO's have been awarded (attached). We haven't received the invoices to pay yet. I'll contact the company to see when they submitted the invoices and have them resend. I'll get back to you. Thanks!!

From: Robinson, David <Robinson.David@epa.gov>
Sent: Friday, January 21, 2022 8:28 AM
To: Pates, John <Pates.John@epa.gov>; Stewart, Cathleen <Stewart.Cathy@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: Ratification for Alex Dunn's Portrait and Photo

Good morning,

Can you provide an update on the two ratifications for Alex Dunn's portrait and photo. The funds are still showing as available. Can someone follow up with Jessica White to see if she signed off on the memo.

Thanks,

David A. Robinson, Resource Management Analyst
EPA/OCSPP/OPS/ITRMD/AMB
1200 Pennsylvania Ave, NW Mail Code 7101M
Washington, DC 20460
Office: (202) 564-0882
Cell: (202) 507-0821

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 09/20/2021		2. CONTRACT NO. (If any)		6. SHIP TO: a. NAME OF CONSIGNEE HQAD	
3. ORDER NO. 68HERH21P0106		4. REQUISITION/REFERENCE NO. PR-OCSPP-21-00210			
5. ISSUING OFFICE (Address correspondence to) HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: Rachel Baron				f. SHIP VIA	
a. NAME OF CONTRACTOR OLD TOWN EDITIONS INC					
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 1413 POWHATAN ST				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY ALEXANDRIA				e. STATE VA	f. ZIP CODE 223141343
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OCSPP DC	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input checked="" type="checkbox"/> h. EDWOSB					12. F.O.B. POINT
13. PLACE OF		14. GOVERNMENT R/ NO		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 1 Days After Award	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 014724780 This firm-fixed-price purchase order is being issued pursuant to FAR 1.602-3, EPAAG 1.6.2.5 for ratification of unauthorized commitments in the amount of \$75.00, and EPAAR 1501.602-3(c) (3). Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$75.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts						\$75.00
c. CITY Durham			d. STATE NC	e. ZIP CODE 27711			17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

09/20/2021



ELECTRONIC SIGNATURE

23. NAME (Typed)
William Tichacek
TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

09/20/2021

68HERH21P0106

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Reference the enclosed invoices (no. 6886 and 6887) totaling \$75.00. Invoice Approver: Cathleen Stewart Admin Office: HQAD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 12/01/2020 to 03/31/2021</p> <p>This ratification is for the reimbursement of charges (total of \$75.00) for the following: - Reimburse Old Town Editions, Inc., for printing the photograph that was framed for the portrait or charges in the amount of \$75.</p> <p>Accounting Info: 20-21-B-20A-000CD6-2410-2132IO0039-001 BFY: 20 EFY: 21 Fund: B Budget Org: 20A Program (PRC): 000CD6 Budget (BOC): 2410 DCN - Line ID: 2132IO0039-001 Funding Flag: Complete Funded: \$75.00 INVOICES - RTP FINANCE</p> <p>Invoices shall be prepared containing the following information: Purchase Order Number, description of commodities/services furnished, period of performance, taxpayer ID number and amount due. Invoices shall be submitted by mail to the address specified in block 18a of this order or by e-mail to RTPReceiving@epa.gov. Provide the .pdf file with the following naming convention and SUBJECT in email: SI_PO#_inv#.pdf Example: SI_EP08X00005_5335.pdf</p> <p>For status of Invoice Payments, contact the Continued ...</p>				75.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$75.00	

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ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO

3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

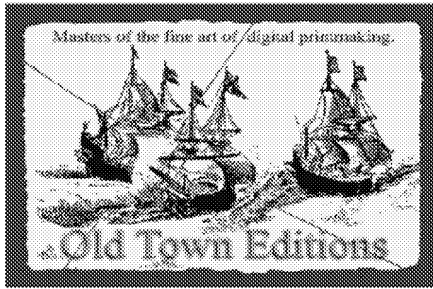
CONTRACT NO.

ORDER NO.

09/20/2021

68HERH21P0106

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Financial Office's Customer Service at (919)-541-1148 or RTPFC-CustomerService@epa.gov. Additional information is available at these websites: https://www.epa.gov/financial/contracts#Billing_tips https://www.epa.gov/financial/contracts#Commercial_invoices TAX The Federal Government is exempted from paying taxes. The tax exempt number is 52-085-2695.					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	



OLD TOWN EDITIONS, INC.
1413 Powhatan St.
ALEXANDRIA, VA 22314-1343
(703)684-0005
Info@oldtowneditions.com
www.oldtowneditions.com

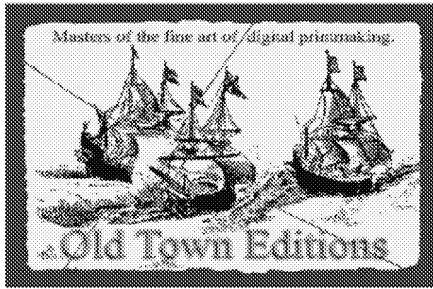
INVOICE

BILL TO
Ruth Malloy
EPA

INVOICE # 6886
DATE 01/08/2021
DUE DATE 01/23/2021
TERMS Net 15

DESCRIPTION	QTY	RATE	AMOUNT
Paper Prints	1	15.00	15.00
(1) 6.5"x8" print on archival paper			
Digital File Setup	1	20.00	20.00
Digital File Setup for Print including retouching			

BALANCE DUE **\$35.00**



OLD TOWN EDITIONS, INC.
1413 Powhatan St.
ALEXANDRIA, VA 22314-1343
(703)684-0005
Info@oldtowneditions.com
www.oldtowneditions.com

INVOICE

BILL TO
Ruth Malloy
EPA

INVOICE # 6887
DATE 01/13/2021
DUE DATE 01/28/2021
TERMS Net 15

DESCRIPTION	QTY	RATE	AMOUNT
Paper Prints	1	15.00	15.00
(1) 6.5"x8" print on archival paper			
Digital File Setup	1	20.00	20.00
Digital File Setup for Print including retouching			
Rush fee	1	5.00	5.00
BALANCE DUE			\$40.00

Message

From: Malloy, Ruth [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6782C8A7C80F4340B19650997DF977FC-MALLOY, RUT]
Sent: 2/16/2022 4:31:06 PM
To: Tom Tyler [tyler.tom@epa.gov]
Subject: FW: Ratification for Alex Dunn's Portrait and Phot0
Attachments: PO_68HERH21P0106.pdf; PO_68HERH21P0119.pdf; ACH form for vendors.docx; SF-3881 RTP FINANCE CENTER (1).docx; W9 signed 2020.pdf _ Finance.pdf

Forwarding email below. David has asked me to contact the vendors to resubmit their invoices. Do you know how embarrassing this is?

Ruth

From: Robinson, David <Robinson.David@epa.gov>
Sent: Wednesday, February 16, 2022 11:15 AM
To: Malloy, Ruth <malloy.ruth@epa.gov>
Cc: Stewart, Mellonie <stewart.mellonie@epa.gov>; Tillman, Thomas <Tillman.Thomas@epa.gov>
Subject: FW: Ratification for Alex Dunn's Portrait and Phot0

Good morning Ruth,

Can you follow up with the vendors to ensure they send the invoices and paper work to the RTP Finance Center. I have attached the Purchase Orders, ACH form, and the W-9 form. If you have any questions, please feel free to contact me.

From: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Sent: Wednesday, February 16, 2022 10:27 AM
To: Robinson, David <Robinson.David@epa.gov>
Subject: FW: Ratification for Alex Dunn's Portrait and Phot0

Hey David – here's the purchase orders for both ratifications. Thanks for working with Ruth to get these submitted 😊

From: Stewart, Cathleen
Sent: Tuesday, February 15, 2022 10:57 AM
To: Robinson, David <Robinson.David@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: RE: Ratification for Alex Dunn's Portrait and Phot0

Good morning. I haven't received the invoices to pay yet. I'll contact them again and keep you updated 😊

From: Robinson, David <Robinson.David@epa.gov>
Sent: Tuesday, February 15, 2022 10:56 AM
To: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: RE: Ratification for Alex Dunn's Portrait and Phot0

Good morning Cathleen,

Did you receive the paperwork from the vendor to get them paid? Please let me know if there is anything I can do to assist you in getting this matter resolved.

From: Robinson, David
Sent: Friday, January 21, 2022 8:45 AM
To: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: RE: Ratification for Alex Dunn's Portrait and Photo

Ok. Disregard my last email referring to the purchase card holder.

From: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Sent: Friday, January 21, 2022 8:44 AM
To: Robinson, David <Robinson.David@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: RE: Ratification for Alex Dunn's Portrait and Photo

Ok that'll work too. Both companies were sent their PO's with the information on how to submit their invoices. I'll pay them once I receive them. Thanks!

From: Robinson, David <Robinson.David@epa.gov>
Sent: Friday, January 21, 2022 8:40 AM
To: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: RE: Ratification for Alex Dunn's Portrait and Photo

Cathy,

The ratification is for two vendors Old Colony Shop and Old Town Edition Inc. I Believe Ruth has been in touch with both vendors. Maybe she can get the invoice from them.

Thanks.

From: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Sent: Friday, January 21, 2022 8:36 AM
To: Robinson, David <Robinson.David@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: FW: Ratification for Alex Dunn's Portrait and Photo

Good morning David. Yes, the PO's have been awarded (attached). We haven't received the invoices to pay yet. I'll contact the company to see when they submitted the invoices and have them resend. I'll get back to you. Thanks!!

From: Robinson, David <Robinson.David@epa.gov>
Sent: Friday, January 21, 2022 8:28 AM
To: Pates, John <Pates.John@epa.gov>; Stewart, Cathleen <Stewart.Cathy@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: Ratification for Alex Dunn's Portrait and Photo

Good morning,

Can you provide an update on the two ratifications for Alex Dunn's portrait and photo. The funds are still showing as available. Can someone follow up with Jessica White to see if she signed off on the memo.

Thanks,

David A. Robinson, Resource Management Analyst
EPA/OCSP/OPS/ITRMD/AMB
1200 Pennsylvania Ave, NW Mail Code 7101M
Washington, DC 20460
Office: (202) 564-0882
Cell: (202) 507-0821

Message

From: Malloy, Ruth [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6782C8A7C80F4340B19650997DF977FC-MALLOY, RUT]
Sent: 2/17/2022 8:05:25 PM
To: Wooge, William [Wooge.William@epa.gov]
Subject: FW: Ratification for Alex Dunn's Portrait and Phot0
Attachments: PO_68HERH21P0106.pdf; PO_68HERH21P0119.pdf; ACH form for vendors.docx; SF-3881 RTP FINANCE CENTER (1).docx; W9 signed 2020.pdf _ Finance.pdf

This is the email from David with the forms that need to be sent to the vendors.

From: Robinson, David <Robinson.David@epa.gov>
Sent: Wednesday, February 16, 2022 11:15 AM
To: Malloy, Ruth <malloy.ruth@epa.gov>
Cc: Stewart, Mellonie <stewart.mellonie@epa.gov>; Tillman, Thomas <Tillman.Thomas@epa.gov>
Subject: FW: Ratification for Alex Dunn's Portrait and Phot0

Good morning Ruth,

Can you follow up with the vendors to ensure they send the invoices and paper work to the RTP Finance Center. I have attached the Purchase Orders, ACH form, and the W-9 form. If you have any questions, please feel free to contact me.

From: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Sent: Wednesday, February 16, 2022 10:27 AM
To: Robinson, David <Robinson.David@epa.gov>
Subject: FW: Ratification for Alex Dunn's Portrait and Phot0

Hey David – here's the purchase orders for both ratifications. Thanks for working with Ruth to get these submitted 😊

From: Stewart, Cathleen
Sent: Tuesday, February 15, 2022 10:57 AM
To: Robinson, David <Robinson.David@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: RE: Ratification for Alex Dunn's Portrait and Phot0

Good morning. I haven't received the invoices to pay yet. I'll contact them again and keep you updated 😊

From: Robinson, David <Robinson.David@epa.gov>
Sent: Tuesday, February 15, 2022 10:56 AM
To: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: RE: Ratification for Alex Dunn's Portrait and Phot0

Good morning Cathleen,

Did you receive the paperwork from the vendor to get them paid? Please let me know if there is anything I can do to assist you in getting this matter resolved.

From: Robinson, David
Sent: Friday, January 21, 2022 8:45 AM
To: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: RE: Ratification for Alex Dunn's Portrait and Phot0

Ok. Disregard my last email referring to the purchase card holder.

From: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Sent: Friday, January 21, 2022 8:44 AM
To: Robinson, David <Robinson.David@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: RE: Ratification for Alex Dunn's Portrait and Phot0

Ok that'll work too. Both companies were sent their PO's with the information on how to submit their invoices. I'll pay them once I receive them. Thanks!

From: Robinson, David <Robinson.David@epa.gov>
Sent: Friday, January 21, 2022 8:40 AM
To: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: RE: Ratification for Alex Dunn's Portrait and Phot0

Cathy,

The ratification is for two vendors Old Colony Shop and Old Town Edition Inc. I Believe Ruth has been in touch with both vendors. Maybe she can get the invoice from them.

Thanks.

From: Stewart, Cathleen <Stewart.Cathy@epa.gov>
Sent: Friday, January 21, 2022 8:36 AM
To: Robinson, David <Robinson.David@epa.gov>
Cc: Pates, John <Pates.John@epa.gov>; Edwards, Latangila <Edwards.Latangila@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: FW: Ratification for Alex Dunn's Portrait and Phot0

Good morning David. Yes, the PO's have been awarded (attached). We haven't received the invoices to pay yet. I'll contact the company to see when they submitted the invoices and have them resend. I'll get back to you. Thanks!!

From: Robinson, David <Robinson.David@epa.gov>
Sent: Friday, January 21, 2022 8:28 AM
To: Pates, John <Pates.John@epa.gov>; Stewart, Cathleen <Stewart.Cathy@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>
Subject: Ratification for Alex Dunn's Portrait and Phot0

Good morning,

Can you provide an update on the two ratifications for Alex Dunn's portrait and photo. The funds are still showing as available. Can someone follow up with Jessica White to see if she signed off on the memo.

Thanks,

David A. Robinson, Resource Management Analyst
EPA/OCSP/OPS/ITRMD/AMB
1200 Pennsylvania Ave, NW Mail Code 7101M
Washington, DC 20460
Office: (202) 564-0882
Cell: (202) 507-0821

Message

From: Malloy, Ruth [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6782C8A7C80F4340B19650997DF977FC-MALLOY, RUT]
Sent: 2/18/2022 4:35:16 PM
To: Wooge, William [Wooge.William@epa.gov]
CC: Tom Tyler [tyler.tom@epa.gov]
Subject: FW: Alex Dunn's Portrait and Photo Invoices 5917806548 and 592894810
Attachments: PO_68HERH21P0106.pdf; ACH form for vendors.docx; SF-3881 RTP FINANCE CENTER (1).docx; W9 signed 2020.pdf _ Finance.pdf

Bill,

Did you contact David? Please see the email below that he sent to one of the vendors that prepared Alex's portrait.

Ruth

From: Robinson, David <Robinson.David@epa.gov>
Sent: Friday, February 18, 2022 11:27 AM
To: Info@oldtownedition.com
Cc: Malloy, Ruth <malloy.ruth@epa.gov>; Tyler, Tom <Tyler.Tom@epa.gov>; Stewart, Cathleen <Stewart.Cathy@epa.gov>
Subject: Alex Dunn's Portrait and Photo Invoices 5917806548 and 592894810

Good morning,

Please find attached information to process your invoice request. Complete all required documentation and forward to :

RTPReceiving@EPA.GOV

OR

US Environmental Protection Agency
RTP-Finance Center (AA216-01
109 TW Alexander Drive
Durham, NC 27711

It you have any questions, please feel free to contact me.

Thanks

David A. Robinson, Resource Management Analyst
EPA/OCSP/OPS/ITRMD/AMB
1200 Pennsylvania Ave, NW Mail Code 7101M
Washington, DC 20460
Office: (202) 564-0882
Cell: (202) 507-0821

Message

From: Freedhoff, Michal [Freedhoff.Michal@epa.gov]
Sent: 3/21/2022 5:00:05 PM
To: Tyler, Tom [Tyler.Tom@epa.gov]; Malloy, Ruth [malloy.ruth@epa.gov]
CC: Giddings, Daniel [giddings.daniel@epa.gov]
Subject: RE: For hanging pictures

Importance: High

Def not! I will go ahead and get them myself.
ty

Michal Ilana Freedhoff, Ph.D.
Assistant Administrator
Office of Chemical Safety and Pollution Prevention
U.S. Environmental Protection Agency
Freedhoff.michal@epa.gov

From: Tyler, Tom <Tyler.Tom@epa.gov>
Sent: Monday, March 21, 2022 12:13 PM
To: Malloy, Ruth <malloy.ruth@epa.gov>; Freedhoff, Michal <Freedhoff.Michal@epa.gov>
Cc: Giddings, Daniel <giddings.daniel@epa.gov>
Subject: RE: For hanging pictures

Unless we have these lying around as standard office supplies, which I don't think we do, I think Michal would want to get them on her own (easy and reasonable on Amazon) as they're for hanging her own pictures. If we order them for this purpose I think we would have to report them to Congress as expenditures for furnishing an appointee's office, which hardly seems worth it.

From: Malloy, Ruth <malloy.ruth@epa.gov>
Sent: Monday, March 21, 2022 11:36 AM
To: Freedhoff, Michal <Freedhoff.Michal@epa.gov>; Tyler, Tom <Tyler.Tom@epa.gov>
Cc: Giddings, Daniel <giddings.daniel@epa.gov>
Subject: RE: For hanging pictures

Michal,

I contacted the swap shop to see if they have any Command hanging strips. I haven't heard from them; so, I'm assuming they don't have any. I will check on placing an order for them. Can you identify what size(s) you need by referring to the following link? How many do you need?

https://www.command.com/3M/en_US/command/products/~/Command-Products/Picture-Hanging/?N=5924736+8706801+3294529207+3294857497&rt=r3

I am working on finding a contact for framing.

Ruth

From: Freedhoff, Michal <Freedhoff.Michal@epa.gov>
Sent: Monday, March 21, 2022 9:14 AM
To: Tyler, Tom <Tyler.Tom@epa.gov>

Cc: Giddings, Daniel <giddings.daniel@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>

Subject: RE: For hanging pictures

I prob could use some of this – happy to buy it unless there is some hanging around. Also are there places here I can get things framed (happy to pay myself as needed)?

ty

Michal Ilana Freedhoff, Ph.D.
Assistant Administrator
Office of Chemical Safety and Pollution Prevention
U.S. Environmental Protection Agency
Freedhoff.michal@epa.gov

From: Tyler, Tom <Tyler.Tom@epa.gov>

Sent: Tuesday, March 15, 2022 9:34 AM

To: Freedhoff, Michal <Freedhoff.Michal@epa.gov>

Cc: Giddings, Daniel <giddings.daniel@epa.gov>; Malloy, Ruth <malloy.ruth@epa.gov>

Subject: For hanging pictures

You'll want to get, or we may have (unsure – we can check, though if we have them they got packed up 😞) Command hanging strips or the equivalent for hanging things on the historic walls.

https://www.command.com/3M/en_US/command/products/~/Command-Products/Picture-Hanging/?N=5924736+8706801+3294529207+3294857497&rt=r3

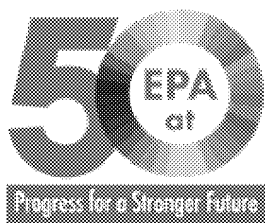
Tom Tyler Chief of Staff

Office of Chemical Safety and Pollution Prevention

United States Environmental Protection Agency

1200 Pennsylvania Avenue NW (MC 7101M), Washington, DC 20460

he/him/his w202.566.0808 c202.770.6608 tyler.tom@epa.gov OCSP/IO 3148E East

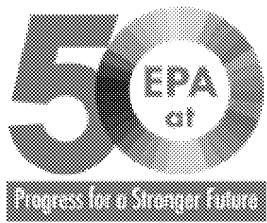


Message

From: Tyler, Tom [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5D931060B62549489650EFED8ABBA587-TTYLER]
Sent: 3/11/2022 8:47:35 PM
To: Syed, Hamaad [Syed.Hamaad@epa.gov]
CC: Stewart, Troy [Stewart.Troy@epa.gov]; Holliday, Virginia [Holliday.Virginia@epa.gov]
Subject: RE: Video Conferencing

Hi – I will be in Monday. Please send me dimensions, a picture, other requirements (how close/far to plug-ins), whether it rolls, any other notes on Michal's preferences, etc. Thanks!

Tom Tyler Chief of Staff
Office of Chemical Safety and Pollution Prevention
United States Environmental Protection Agency
1200 Pennsylvania Avenue NW (MC 7101M), Washington, DC 20460
he/him/his w202.566.0808 c202.770.6608 tyler.tom@epa.gov OCSPP/IO 3148E East



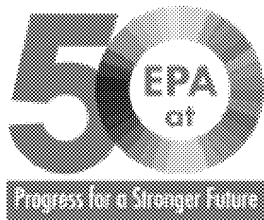
From: Syed, Hamaad <Syed.Hamaad@epa.gov>
Sent: Friday, March 11, 2022 3:28 PM
To: Tyler, Tom <Tyler.Tom@epa.gov>
Cc: Stewart, Troy <Stewart.Troy@epa.gov>; Holliday, Virginia <Holliday.Virginia@epa.gov>
Subject: RE: Video Conferencing

Tom, I still need your input on where this cart and large screen can be placed in Michal's office. Are you in on Monday? Can you provide that guidance?

From: Tyler, Tom <Tyler.Tom@epa.gov>
Sent: Friday, March 11, 2022 12:51 PM
To: Syed, Hamaad <Syed.Hamaad@epa.gov>
Cc: Stewart, Troy <Stewart.Troy@epa.gov>; Holliday, Virginia <Holliday.Virginia@epa.gov>
Subject: RE: Video Conferencing

Great and great – thank you

Tom Tyler Chief of Staff
Office of Chemical Safety and Pollution Prevention
United States Environmental Protection Agency
1200 Pennsylvania Avenue NW (MC 7101M), Washington, DC 20460
he/him/his w202.566.0808 c202.770.6608 tyler.tom@epa.gov OCSPP/IO 3148E East



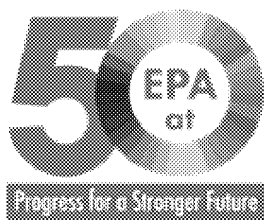
From: Syed, Hamaad <Syed.Hamaad@epa.gov>
Sent: Friday, March 11, 2022 11:48 AM
To: Tyler, Tom <Tyler.Tom@epa.gov>; Holliday, Virginia <Holliday.Virginia@epa.gov>
Cc: Stewart, Troy <Stewart.Troy@epa.gov>
Subject: RE: Video Conferencing

The video conferencing unit is something the Agency already owns so no issues there. The cart is likely very close to the color of the furniture in the office.

From: Tyler, Tom <Tyler.Tom@epa.gov>
Sent: Friday, March 11, 2022 11:03 AM
To: Syed, Hamaad <Syed.Hamaad@epa.gov>; Holliday, Virginia <Holliday.Virginia@epa.gov>
Cc: Stewart, Troy <Stewart.Troy@epa.gov>
Subject: RE: Video Conferencing

Quick additional thoughts: If possible, let's not completely clash with the repurposed, great-looking furniture from PY and we also must ensure that we stay within the \$ limitations on furnishings for political's offices (or we must ensure, with sign-off from the proper authorities (OGC?) that any related expenditure is explicitly exempt. Delores monitors that. Thanks!

Tom Tyler Chief of Staff
Office of Chemical Safety and Pollution Prevention
United States Environmental Protection Agency
1200 Pennsylvania Avenue NW (MC 7101M), Washington, DC 20460
he/him/his w202.566.0808 c202.770.6608 tyler.tom@epa.gov OCSPP/IO 3148E East



From: Syed, Hamaad <Syed.Hamaad@epa.gov>
Sent: Friday, March 11, 2022 10:46 AM
To: Holliday, Virginia <Holliday.Virginia@epa.gov>; Stewart, Troy <Stewart.Troy@epa.gov>; Tyler, Tom <Tyler.Tom@epa.gov>
Subject: RE: Video Conferencing

Virginia, let me add @Tyler, Tom, the Chief of Staff, for his input.

Tom, Michal expressed a desire to have a video screen in her office for meetings that take place in her office. She wanted to have the credenza located to the left of the door removed so I thought that would be a good place for it. The video conferencing unit has a 75-inch screen so that space

may be too tight. The other side near the window would be better. Are you in the office Monday? I think it'll help if you can determine the best place for the video unit cart.

Thanks,
Hamaad

From: Holliday, Virginia <Holliday.Virginia@epa.gov>

Sent: Friday, March 11, 2022 10:40 AM

To: Syed, Hamaad <Syed.Hamaad@epa.gov>; Stewart, Troy <Stewart.Troy@epa.gov>

Subject: RE: Video Conferencing

Hi Hamaad,

Labor services are scheduled to come at 7:00am Monday morning to remove the credenza and the technician is scheduled to bring the video equipment at 8:00am. The technician is concerned that the door may bump the equipment and wondered if the other side of the door would be better but said we could feel it out and move again later if necessary since it's on wheels and easy enough to move. We'll try to find out if we can get some sort of door stopper or something maybe.

Please let me know if you have any changes to the schedule.

Thank you, Virginia, 703-670-3274